



PRINT THESE INSTRUCTIONS FIRST OR SAVE TO YOUR DESKTOP BEFORE PROCEEDING. FOLLOW INSTRUCTIONS STEP-BY-STEP TO ENSURE YOU RECEIVE CREDIT FOR YOUR TRAINING ON JKO.

JKO Course Enrollment:

- ☐ **Step 1: Login to JKO Learning Content Management System (LCMS).** Go to <https://jkodirect.iten.mil> and click “OK” on the DoD Warning Banner. Under “Login Options” click “Login with CAC (Internet Explorer only)” and select your current CAC certificate in the “Select Certificate” pop up box and click “OK.” Non-CAC users follow instructions provided on the login page to submit an account request to the JKO Help Desk.
- ☐ **Step 2: Select the course.** Find courses in JKO by clicking the “Course Catalog” tab at top of the LCMS page. Search for a specific course, or courses associated with a particular topic or organization, using the search fields above each column, “Course Number” and “Title” and clicking the “Search” button. If you know the course number, enter that information in the search field above the “Course Number” column and click “Search.” The course identification will load with the “Enroll” button in the “Course Status” column. You can also browse the catalog using partial information. For example, you can enter a topic such as “Cultural Awareness” or “Joint Planning” in the search box above the “Title” column, click “Search” and it will return a listing of all courses in the JKO database containing that topic in the title.
- ☐ **Step 3: Enroll in the course.** To enroll in a course selection, click the “Enroll” button associated with that course in the “Course Status” column. When prompted to confirm course enrollment selection, click “Continue.” The course will move to your “Courses I am Enrolled In” table. You can start the course at this time by clicking the “Launch” button; otherwise, you can start the course at a later time or resume a course by following the directions in Step 4.
- ☐ **Step 4: Launch the course.** To launch the course, click the “My Training” tab at the top of the page and click the “Launch” button within the “Courses I am Enrolled In” table where the course is now listed. The course identification and “Launch” button will remain in the “Courses I am Enrolled In” table until you have completed the course. After completing a course, it should transition from “Courses I am Enrolled In” to “My Training History” and you will receive a completion notice via email. If the course remains listed in your “Courses I am Enrolled In” table, click the Refresh icon (↻). To access and print the course completion certificate, click the “Open My Training History” link. In the “My Training History” table, click the “Certificate” icon in the “Certificate” column at the right of the course title. Your course completion certificate will display for printing and saving.